

# FOCUS

## on program management

### Lt. Gen. Sherrard's visit



*Lt. Gen. James Sherrard, Commander, Air Force Reserve Command speaks during Program Manager conference.*

"IMA Program Management Today and Tomorrow" was the theme for the IMA Program Manager's Conference held at HQ ARPC and led by Lt. Gen. James Sherrard. The two-day event brought together program managers from throughout the world, providing them an opportunity to address different issues.

Sherrard discussed the mission of the program which is "to provide a trained and ready force." To accomplish that mission it begins with each program manager. "You are the key," said Sherrard. "Your role is to educate everyone from the active duty, IMA, to the supervisors on what is expected of the IMA force." This means "you must, as managers not only track requirements, but they must be enforced, IMAs must be held accountable," he added. "The best way for all of this to take place is through communication."

One important area for communication to IMAs is a reminder of the purpose for performing mandays and RPA days.

"Those days are not performed just because the member wants to come in to the office. There needs to be a constructive benefit for the organization as well as the member," stated Sherrard. When it comes to the annual tour the same is true, both the supervisor and member must set time aside to develop a plan to make the experience worthwhile.

Emphasis was also placed on accountability when the General discussed AF Form 40A (IDTs).

"We tell the member what they need to do. We want to have a signed 40A up front, not a member just showing up and saying they want to do an IDT." This gets back to the planning phase of the program.

Program managers also had the opportunity to hear speakers on topics ranging from computer hardware updates to proposals for program management. Overall, the conference reminded program managers how important their management role is regarding the overall success of the reserve force.

Col. K.C. McClain, HQ ARPC Commander, shared with program managers the need to clearly understand their role in the management aspect of the IMA program. "We want to clearly define the roles of Reserve Advisor and Program Manager and comprehend where the IMA will get the best possible service," McClain said.

The team concept could not be lost on the managers. Gen. Sherrard shared with them, "You are my eyes and ears in your organization and you are my link to the IMA," he added. "Remember your true heritage and do not forget your roots. You are reserve officers and you are part of the Reserve Team."

### FY 03 participation

Fiscal year 03 is quickly coming to a close. Please remind your members who have participated and may not have forwarded their paperwork for pay or point credit to do so.

This will ensure they get credit, and assist the Directorate of Assignments in de-

termining the yearly unsatisfactory participation roster.

Remember, the Discoverer workbooks, provided to program managers and supporting PSMs, should help in monitoring your member's FY03 participation training progress.

Effective July 18, 2003, DPAF began receiving WOTS e-mails on approved/disapproved substitutions. This will greatly help in our participation tracking.

### Commander's Column

My assignment is coming to a close entirely too soon. It has been quick, but rewarding and eventful. I will take the knowledge that many of you so generously shared to my future assignments.

Your support, energy and ideas have been essential and will continue to be. Teamwork is the key to success.

Best wishes to all for continued success. I hope that our paths cross again.

*K.C. McClain, Brig. Gen. (Sel), USAF*



## Suspenses

- Aug. 31** AF Reserve Component School Selection Board nominations
- Aug. 31** FY04 school tour quota update
- Sept. 15** Enlisted application
- Sept. 25-30** RPA orders shut-down for FY end closeout
- Dec. 31** RCPHA completion
- Jan. 1** Service dress nametag wear date

## Metallic name tag information

The new metallic name tag for wear on the service dress uniform and pullover sweaters became available for purchase in November 2002.

Organizations will purchase and issue an initial issue of one name tag for all assigned enlisted personnel. Officers will purchase their own name tags.

Mandatory wear date of the new metallic name tag is Jan. 1, 2004.

Questions should be directed to the Data Update Branch, DPSCB, at DSN 926-6528, 1-800-525-0102, ext. 71388.

## Enlisted Incentives

The enlisted incentive master bonus list from Oct. 1, 2002 to Mar. 31, 2003, as most of you know, was extended to Sept. 30, 2003 due to concerns regarding the impact of Stop Loss and mobilization on the Air Force Reserve.

As we move to a steadier state of operations we will resume our normal process of reviewing the bonus list and add/delete AFSCs per guidance in AFI 36-2638, *Air Force Reserve Enlisted Incentives*.

Bonus selection criteria includes using those skills listed in AFI 10-201, *Status of Resources and Training Systems*, Table 3.4 that are manned at less than 100 percent.

## Split Disbursement

The IMA Travel Office is getting a lot of questions concerning Public Law 107-314 Mandatory Split Disbursement and supervisor's responsibility to sign the DD 1351-2. Your assistance in helping disseminate the following information will be helpful.

The supervisor or approving official who signs as the supervisor must make sure to sign the DD 1351-2 in **Block 20c**. Supervisor Signature Block. They are also responsible to ensure Block 1 of the DD 1351-2 is complete. If not, you should return it to the traveler to complete.

If the traveler does not have a government travel card, only the EFT box should be checked.

If the traveler has a government travel card, the EFT and the split disbursement block should be checked and an amount entered to reflect all unpaid charges on

the government charge card.

There is a rumor circulating that the travel pay office will decide what charges to pay to the travel card. This is not so.

The travel office will pay the amount entered in Block 1 of the DD 1351-2 to the travel card. If no amount is entered, no money will be paid to the travel card.

It is the traveler's responsibility to identify travel card charges separately on the DD 1351-2. This is not for the benefit of the travel pay office. This is for the benefit of the supervisor.

And yes, even the Colonels' and the Generals' DD 1351-2s will have to be signed by a supervisor.

A supervisor's signature is NOT required for accrual vouchers for extended TDYs, advance payments. However, final settlement claims do require a signature.

Approving Officials - Again, if you are signing as the supervisor, please sign in Block 20c. NOT in Block 21a. approving officer signature.

You should perform the same checks as the supervisor. However, this does not negate the requirement to sign Block 21a. when authorizing additional entitlements.

There could be times when you are signing both as a supervisor and as an approving official. When this occurs, you will sign in Block 20c. and 21a. of the DD 1351-2.

The IMA Travel Office will begin returning vouchers to the traveler beginning September 2, if Blocks 1 and 20c. are not complete.

If you have any questions or concerns, please contact Tonya Bryant or Customer Service at 1-800-808-5942.

## IMA locator/alpha information

This database was designed by the ARPC personnel system manager and contains a myriad of data on IMAs. Some of the data available is OPR/EPR due roster, MAJCOM alpha roster, alpha rosters by assigned or attached PAS, MGIB roster and IMA training by PAS.

Two new reports are also available for your use. A Family Care Report by assigned/attached PAS and by assigned/attached MPF has been created to assist in the management of these programs.

The data is extracted from MilPDS and refreshed every Friday.

This database is located on the ARPC program manager Web site. The Web site provides downloading instructions, login and "how to use" guidance, how to create a desktop shortcut, and frequently asked questions and answers.

## Parent Pin

The "Your Guardians of Freedom" Web site hosts a program that allows IMAs to sign up to receive Parent Pins (for two) and personalized letters as well as a separate program that allows the member to get a pin of recognition for their employer.



This is General Jumper's program to recognize our key Reserve supporters and is open to all IMAs.

The complete background and registration procedures are located at <http://www.yourguardiansoffreedom.com>.

Please help publicize this program that has already had more than 100,000 enrollees but very few IMAs.

## OJT Administration

Upgrade training is the key to the total training program which leads to award of the higher skill level and is designed to increase skills and abilities.

The military training division sends out training statistics monthly.

Personnel assigned in your command that have been in upgrade training for more than 36 months, the maximum time allowed for upgrade training, are in "excessive training" as outlined in AFI 36-2201, Vol 3, *Air Force Training Program On The Job Training Administration*, chapter 4.

Those who have had a one-level AFSC for more than 36 months, are not progressing in training and are not mobilization assets.

We need your assistance by taking the appropriate administrative action in getting these folks upgraded, withdrawn from training or reassigned to the Individual Ready Reserve (IRR).

We want to see people fully qualified. Our training managers stand ready to assist you.

Contact the military training division at DSN 926-6396.